



STATE OF MISSOURI
Division of Professional Registration

CAREER OPPORTUNITY

An Equal Opportunity Employer

TITLE: Real Estate Examiner I
LOCATION: Division of Professional Registration, Real Estate Commission, Kansas City area
TRAVEL: Percentage of travel will depend on location of candidate. Overnight travel required.
STARTING SALARY: \$29,976 - \$31,512 (Pay Range A18)
Salary increase available if appointment is a promotion
SCREENING DATE: April 15, 2015

APPLICATION PROCESS:

Screening to begin April 15, 2015. Please send cover letter, resume, copy of official transcripts, and three professional references to:

Missouri Real Estate Commission
Attention: Real Estate Examiner I
P.O. Box 1339
Jefferson City, Missouri 65102
Fax: (573) 751-2777
Email: realestate@pr.mo.gov
EOE:F/M/V/D

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Conducts or assists in periodic or special financial examinations of real estate brokers for adherence to regulations, reconciliation of accounts, and fiduciary responsibility.
- Interviews staff and conducts on-site examinations; assesses business documents, records, and procedures for fraud, malfeasance, or work practices that violate MREC regulations.
- Examines pending transactions to determine possession and trail of funds; documents the irregular or untimely movement of money; evaluates compliance issues regarding contracts and escrow accounts.
- Reconciles and evaluates the registration and handling of earnest moneys, escrow accounts, and/or other funds collected from clientele.
- Reviews deposits and account balances; samples closed transactions for compliance with Missouri Real Estate Commission rules and regulations.
- Evaluates rental or listing agreements to ensure compliance with MREC rules and regulations.
- Reviews management agreements for compliance; ensures funding allocated for security deposits.
- Examiners work from their homes or in the offices of licensees, with occasional trips to the Jefferson City office.
- Perform other related work as assigned.

JOB KNOWLEDGE, SKILLS, AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential function of the job with or without reasonable accommodations.

- Introductory knowledge of accounting and auditing principles and practices
- Introductory knowledge of the MREC regulations and real estate industry standards.
- Ability to apply principles of logical thinking to define problems, collect data, establish facts and reach valid conclusions, while interpreting an extensive variety of accounting and management information.
- Ability to apply interviewing techniques and solicit pertinent information in real estate brokerage firms.
- Ability to communicate effectively and to prepare clear and concise reports.
- Ability to travel in the performance of assigned duties.
- Ability to demonstrate regular and predictable attendance.
- Ability to work independently.

QUALIFICATIONS:

- A Bachelor's degree from an accredited college or university with a minimum of six earned credit hours in Accounting, Finance, or Auditing. (Technical experience in the areas of accounting, finance, or auditing may substitute on a year-for-year basis for deficiencies in the required education.)

NECESSARY SPECIAL REQUIREMENT:

- Must complete and pass the Real Estate Salesperson course and examination within six months of appointment
- Must be a Missouri resident or willing to relocate to Missouri and maintain a valid Missouri driver's license.